

This pamphlet instructs users on how to utilize the process for adding GOTS/COTS products to the Preferred Products List (PPL), Qualified Parts List (QPL), and System/Subsystem Interface List (SSIL) web page located on Joint Data Management Server (JDMS).

This process facilitates the discipline of configuration management for IT-21 shipboard systems.

The following steps briefly outline (for fleet and program office users) how to introduce a candidate product to the process.

#### *Steps for Processing a PPL/QPL Candidate*

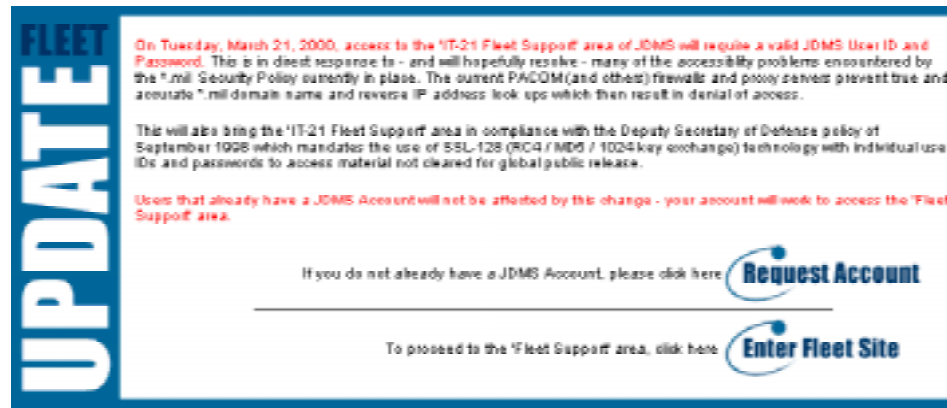
**Step 1** Fleet users send a message with the required information to their CINC using the Naval Change Request message format provided by SPAWAR. Users must enter all pertinent information including but not limited to, the number of users, hard drive space required, bandwidth considerations and special operating system (OS) requirements.

**Step 2** The CINC will go to the IT-21 Shipboard CM section of the JDMS website (<https://jdms.spawar.navy.mil>) and fill out the NCR. Once submitted, the CM team will add the product to the appropriate nominated list.

**Step 3** The CM team will assign the NCR a tracking number. Both CPF and CLF endorsement is required before the NCR can be processed.

**Step 4** The CM team meets to validate the request, decide on the program(s) affected and assign a customer advocate who will “walk” with the NCR through completion. The customer advocate will place their POC information in the comments section of the NCR.

**Step 5** The designated engineering group will verify the NCR has all information required to complete testing. Then the product is placed on the test schedule.



**Step 6** The test lab for CLASS/UNCLAS (depending on the product) will test for Environmental Compatibility Testing (ECT). Upon completion, a test report will be generated and forwarded to the CM team for review.

**Step 7** Once ECT is completed, the entire package will be sent to the NT CCB for approval.

**Step 8** The CM team will take the recommendations of the NT CCB and post the item on the appropriate approved list.

**Step 9** The fleet will be advised of the status of the product via a naval message. All supporting documents will be posted to the JDMS website Virtual Work Space.

#### *Steps for Processing an SSIL Candidate*

**Step 1** Fleet users send a message with the required information to their CINC using the Naval Change Request message format provided by SPAWAR. Users must enter all pertinent information

including but not limited to, the number of users, hard drive space required, bandwidth considerations and special operating system (OS) requirements

**Step 2** The CINC will go to the IT-21 Shipboard CM section of the JDMS website (<https://jdms.spawar.navy.mil>) and fill out the NCR. In addition to the NCR, the 051 requirements questionnaire will need to be completed. This document can be downloaded from the JDMS Web site Virtual Work Space and any questions can be directed to the 051 POC. Once submitted, the CM team will add the product to the nominated list.

**Step 3** The CM team will assign the NCR a tracking number. Both CPF and CLF endorsement is required before the NCR can be processed.

**Step 4** The CM team meets to validate the request, decide on the program(s) affected and assign a customer advocate who will “walk” with the NCR through completion. The customer advocate will place their POC information in the comments section of the NCR.



**Step 5** The designated engineering group will verify the NCR has all information required to complete testing. If required, an MOA will be generated and sent to the requesting program office for approval.

**Step 6** When the MOA is approved and all issues have been resolved, the product is placed on the test schedule.

**Step 7** The test lab for CLASS/UNCLAS (depending on the product) will test for Environmental Compatibility Testing (ECT). Upon completion, a test report will be generated and forwarded to the CM team for review.

## PPL ALL

Name	Version	Y2K?	Sponsor	Approved for:	Preferred Products List	
					Variants	Type of LAN
<u>MS Office</u>	2000	yes	Slapan ARG for 26 MEU	ISNS	ANUSQ-153(V)1-6	
<u>Palm Pilot</u>	V	yes	Fleet	ISNS	GOTS Delta	unclassified
					3.18.3	
<u>Continuous Monitoring Program (ChMP)</u>	3.0-3	no	Fleet	NTCSS		
<u>MS Project Remedy</u>	MS Project 98	yes	Unk	ISNS	ANUSQ-153(V)1-6	
	Unk	yes	Fleet	ISNS	GOTS Delta	unclassified
					3.18.3	
<u>What's Up Gold?</u>	5.0	yes	Fleet	ISNS	GOTS Delta	unclassified
					3.18.3	
<u>Active Sync</u>		yes	Fleet	ISNS	GOTS Delta	unclassified
					3.18.3	
<u>Hot Sync</u>		yes	Fleet	ISNS	GOTS Delta	unclassified
					3.18.3	
<u>Navy Portable Planning Software</u>		yes	Fleet	ISNS	GOTS Delta	classified
					3.18.3	

**Step 8** Once ECT is completed, the entire package will be sent to the NT CCB for approval, if required the package will be forwarded to the SPAWAR CCB for approval.

**Step 9** Upon CCB decision the product will be posted on the appropriate list.

**Step 10** The fleet will be advised of the status of the product via a naval message. All supporting documents will be posted to the JDMS website Virtual Work Space.

## Point of Contact Information

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# Combined CINC/SPAWAR IT-21 Configuration Management Policy



## PPL/QPL/SSIL Product Nomination Process